

TWELVE WAYS TO MANAGE STRESS DURING THE WORKDAY

- 1. Take two minutes in the morning to be quiet and relax. Look out the window; listen to a tape or the sound of birds.**
- 2. While you are on the train or warming up your car, take a minute for a few deep breaths.**
- 3. On your way to work, pay attention to where the tension is in your body. Is your stomach tight? Are you grinding your teeth? Are your fists clenched? Let go for a moment. Try to dissolve your tension. Tension will not help you accomplish your goals.**
- 4. Put the radio on a relaxing station, or turn it off.**
- 5. When stopped at a red light or in heavy traffic, take some deep breaths and let go of the tension in your body.**
- 6. While working at your keyboard or desk, scan your body for tense areas. Breathe in relaxation and breathe out tension.**
- 7. In the midst of your workday, plan relaxation activities for after work or weekends. Visualize yourself enjoying these activities.**
- 8. Use your breaks constructively. Instead of having a cigarette, coffee, or junk food, take a brief walk, do some exercise, stretch, or just close your eyes.**
- 9. Try new places to eat lunch. Perhaps find a quiet park. Change the routine of your workday.**
- 10. At the end of the workday, congratulate yourself on whatever you have accomplished. Plan your next day, making a list of what you will do for both work and relaxation. While leaving work, notice if you are rushing. If you are, slow down.**
- 11. Switch gears to be with your family. Take time to mellow out before getting into serious discussion with family members. If necessary, go to a gym before you come home.**
- 12. When you get home, get out of your work clothes as soon as possible.**